

PUBLIC NOTICE

APPOINTMENT OF JUDICIAL COMMISSIONER
SHELBY COUNTY GOVERNMENT

MONDAY, AUGUST 1, 2016

Pursuant to Tennessee Code Annotated, Section 40-1-111, the Shelby County Board of Commissioners will hold an election on Monday, August 1, 2016 at 3:00 P.M., in the Shelby County Commission Chambers, Lobby of the Vasco A. Smith, Jr. County Administration Building, 160 N. Main Street, Memphis, Tennessee, for the purpose of appointing a Judicial Commissioner. Interviews will be conducted on Wednesday, July 27, 2016 at 11:00 a.m. at the above address, in Commission's Committee located on the 6th Floor.

This position is responsible for performing related duties as required by the General Sessions Judges. Minimum qualifications are a Juris Doctorate degree and licensed to practice law in the State of Tennessee and must have at least five (5) years of experience practicing law in the State of Tennessee. Qualified applicants must abide by the ethical standards and the disciplinary rules in the Code of Professional Responsibility of the Tennessee Supreme Court Rules and be willing to work weekends, holidays, and various shifts, e.g., 12 midnight-8AM, 8AM-4PM, 4PM-12 midnight.

Duties and Responsibilities

1. Makes probable cause determinations on every arrest in Memphis and Shelby County.
2. Denies or approves affidavits based on probable cause requirements.
3. Reviews, approves or denies misdemeanor citations.
4. Sets the amount of bonds to secure the appearance of defendants in both felony and misdemeanor matters.
5. Reviews and signs Ex (space) Parte Orders of Protection.
6. Conducts hearing by granting or denying orders of protection.
7. Issues arrest, search and seizure warrants.
8. Informs persons arrested of their rights to be represented by an attorney, the specific charges against them and the amount of their bond.
9. Performs related duties as required by General Sessions Judges.
10. All other responsibilities as required or directed.

Any citizen interested in applying for the office of Judicial Commissioner should submit a resume and cover letter by Friday, July 22, 2016 at 4:00PM to:

Shelby County Board of Commissioners
Attention: Qur'an Folsom,
Chief Administrator
160 N. Main Street, Suite 600
Memphis, TN 38103

Fax: 901-222-1002
Phone: 901-222-1000
BOC.email@shelbycountyttn.gov

Shelby County Government requires all employees to be residents of Shelby County, Tennessee at the time of hire.

All candidates must also complete an application by Wednesday, July 20, 2016 at 4:00PM which can be found on the Shelby County Board of Commissioners website. All candidates will be subjected to a background check.